



Lewis County

June 2012

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Visit our website at: www.go2worksource.com

Unemployment Insurance: 1-800-318-6022 or www.esd.wa.gov

Office hours are Monday-Friday - 8:00am to 5:00pm

Don't be discouraged. It's often the last key in the bunch that opens the lock. ~Author Unknown

Monday	Tuesday	Wednesday	Thursday	Friday
<u>Training Information Session</u> 10:00 - 12:00 <u>GED Class</u> 1:00 – 3:00 (Reading/Writing) <u>Background Issues Workshop</u> 2:00-4:00 (1 st Monday of the month) Classroom material available at the front desk-please ask	<u>Module 2 Skills and Abilities & Module 3</u> Job Search Strategies 8:30 – 12:00 (1 st and 3 rd Tuesday- June 5 th and 19 th) <u>Computer Lab- KeyTrain, MS e-learning</u> 10:00 - 12:00 <u>GED Class</u> 1:00 – 3:00 (Math) <u>Module 1 Orientation to WS services</u> 2:00-3:00	<u>DVR Information Session</u> 10:00 – 12:00 (Every 2 nd , 3 rd & 4 th Wednesday of the month) <u>Job Corps Orientation</u> 1:00 – 3:00 (1 st Wednesday of the month) <u>GED Class</u> 1:00 – 3:00 (Reading/Writing) <u>Module 4 Applications</u> 2:00 – 4:30 (2 nd and 4 th Wednesday- June 13 th and 27 th) (Basic computer skills are required for this class) (Flash drive recommended)	<u>Computer Lab- KeyTrain, MS e-learning</u> 10:00 - 12:00 <u>GED Class</u> 1:00 – 3:00 (Math) <u>Module 5 Resume Outline</u> 2:00 – 4:30 (Basic computer skills are required for this class) (Flash drive recommended)	<u>Module 6 Interviewing</u> 9:00-12:00

Job referrals are provided on a first come first serve basis. Because we know your time is valuable, we ask that you come prepared for the referral (interview) with all the required application materials indicated on the job announcement. Wait times may be up to an hour; depending on the time of day, number of customers ahead of you, and staff availability. The best times to come in for referrals are between 9 am and 11 am or 2 pm and 4 pm.

Available in our Resource Room for job search and/or unemployment purposes:

- *Computers with internet access, copy machine, phones & fax machine
- *Unemployment kiosk *Resume paper *Local Newspapers
- *Generic Application *Win Way Resume Program
- *Online Skills Assessments: Careertrees.org; Key Train and many more

WorkSource is an equal opportunity partnership of organizations that provides employment and training services. Auxiliary aids and services are available upon request to persons with disabilities.



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